

LAWS

RELATING TO

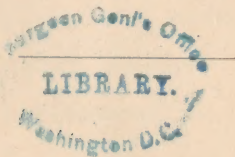
Willard Asylum For The Insane

AND

RULES AND REGULATIONS

OF SAID ASYLUM

ADOPTED JULY 1, 1869.



SENECA FALLS, N. Y.:

PRESS OF HENRY STOWELL, REVELLE OFFICE.
1869.

Board of Trustees.

HON. JOHN E. SEELEY, Ovid.

GENET CONGER, M. D., Geneva.

HON. STERLING G. HADLEY, Waterloo.

HON. FRANCIS O. MASON, Geneva.

SAMUEL R. WELLES, M. D., Waterloo.

GEN. GEORGE J. MAGEE, Watkins.

HON. DARIUS A. OGDEN, Penn Yan.

WILLIAM A. SWABY, M. D. Seneca Falls.

President of the Board.—HON. JOHN E. SEELEY, Ovid.

Secretary.—DR. S. R. WELLES, Waterloo.

Officers of the Asylum.

Trustees Classified :

First Class.

1869 to 1877.

STERLING G. HADLEY,
GEO. J. MAGEE.

Third Class.

1869 to 1873.

D. A. OGDEN,
GENET CONGER.

Second Class.

1869 to 1875.

W. A. SWABY,
JOHN E. SEELEY.

Fourth Class.

1869 to 1871.

S. R. WELLES,
F. O. MASON.

Treasurer.—JAMES B. THOMAS, Ovid.

Resident Officers.

JOHN B. CHAPIN—*Superintendent and Physician.*

James C. Carson — *First Assistant Physician.*

CHAS. L. WELLS—*Second Assistant Physician.*

ABRAM C. SLAGHT—*Steward.*

SARAH H. BELL—*Matron.*

Standing Committees.

Executive Committee.

The President of the Board of Trustees ex-officio.

The Secretary of the Board of Trustees ex-officio.

The Superintendent of the Asylum ex-officio.

Visiting Committee.

For the months of January, May and September.—Messrs. OGDEN and SEELEY.

For February, June and October.—Messrs. HADLEY and MASON.

For March, July and November.—Messrs. CONGER and MAGEE.

For April, August and December.—Messrs. SWABY and WELLES.

Committee on Supplies and Expenditures.

S. G. HADLEY, W. A. SWABY, D. A. OGDEN.

Committee on Farm and Buildings.

GEO. J. MAGEE, D. A. OGDEN, J. E. SEELEY.

Auditing Committee.

G. CONGER, F. O. MASON, S. R. WELLES.

Willard Asylum For The Insane.

By an act of the New York Legislature, passed on the 30th day of April, 1864, the Secretary of the State Medical Society was authorized to investigate the condition of the insane poor in the various poor-houses, alms-houses, insane asylums, and other institutions where the insane poor are kept, not including, however, such institutions as are now required by law to report to the Legislature of the State. The law directed the Secretary to arrange a series of questions, such as in his judgment would be likely to elicit the greatest amount of information on the subject, procure them printed, and transmit them to each County Judge in the State. It directed the County Judge, on the reception thereof, to appoint a competent physician, a resident of the county, to visit the county poor-house, or institution where the insane poor are kept, and to examine into the condition and treatment of the insane inmates and to transmit the result of the investigation to the Secretary, who was thereupon directed to condense the information so received and report the same to the Legislature. DR. WILLARD, the Secretary of the State Medical Society, entered, at once, upon the service assigned him, and the following January his report was presented to the Legislature. This document bears ample testimony to the earnestness, fidelity and zeal with which the author executed the duties of his commission, and although he died, prematurely, and lamented, before the passage of a law creating a new institution for the insane, a grateful Commonwealth has perpetuated his memory and name in the WILLARD ASYLUM FOR THE INSANE.

Laws Relating to Willard Asylum for the Insane.

CHAPTER 342.

An act to authorize the establishment of a State Asylum for the chronic insane, and for the better care of the insane poor, to be known as "The Willard Asylum for the Insane."

Passed April 8, 1865; three-fifths being present.

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

SECTION 1. The Governor is hereby authorized to appoint three commissioners for the purpose of selecting, contracting for and purchasing a suitable site for the erection of an asylum for the chronic insane who are paupers, and in making such selection they shall first seek for and select any property owned by the State, or upon which it has a lien, and if that may be done, then such other property as shall be suitable for their purpose.

§ 2. When a title can be secured to the people of this State for any property mentioned in the first section hereof, the treasurer shall pay on the warrant of the comptroller, to the grantor or grantors thereof, such sum or sums of money as may be required to pay for the same agreeably to the contract of said commissioners, if any sum is required.

§ 3. As soon after such site shall be obtained as shall be practicable the said commissioners shall devise and adopt a suitable plan for the construction of the asylum buildings, if any construction is necessary, or the modification of buildings already erected and not occupied for other state purposes, with the specifications which shall be approved by the governor, after which said commissioners shall contract for the erection or modification of said asylum buildings in pursuance of said plan and specifications, and the said commissioners shall select one of their number to superintend the building or modification of said asylum.

§ 4. The said commissioners, before entering on the duties of their office, shall give their bonds, with two or more sufficient sureties, to be approved by the comptroller, jointly and severally, to the people of this State, in the penal sum of ten thousand dollars, conditioned for the faithful performance of

the duties required of them by this act, and in such form and terms as shall be prescribed by the attorney-general.

§ 5. The said commissioners shall have no interest, direct or indirect, in the furnishing of any building materials or in any contracts for the same or in any contracts for labor in the erection or modification of such asylum.

§ 6. The treasurer shall pay to the said commissioners, on the warrant of the comptroller, out of any moneys in the treasury not otherwise appropriated, such sum or sums of money as they may require for the modification or building of such asylum, at such time as such money may be wanted therefor, in sums not exceeding five thousand dollars at any one time, and the expenditure thereof to be duly and fully accounted for to the comptroller, with the vouchers, before any other sum shall be advanced.

§ 7. It shall be the duty of the said commissioners to make a detailed report of all the moneys received by them by virtue of this act, and of the progress which shall have been made in the erection or modification of said buildings, and of the probable cost to complete the same, to the comptroller as often and in such manner as the comptroller shall or may from time to time require.

§ 8. Each of said commissioners, excepting the one mentioned in section nine of this act, to be appointed to select, contract for and superintend the building or modification of such asylum, shall be allowed for his services and expenses, while actually employed in the duties of his office, the sum of five dollars per day, and the expenses necessarily incurred in the performance of the duties required by virtue of this act; and the treasurer shall pay such allowance to each of the commissioners on the warrant of the comptroller, the vouchers for the same to be duly presented to the comptroller.

§ 9. The Governor is hereby authorized, by and with the consent of the senate, to appoint six trustees, who shall be divided into three classes; the first class to hold their office two years; the second class four years, and the third class six years; and their successors to be appointed as above provided, shall hold their office respectively six years, and until their successors are appointed. Said trustees shall have all the rights and powers, and be subject to the same duties, in said asylum, as are now possessed by and imposed upon the board of managers of the State Lunatic Asylum at Utica, and shall be subject to removal at any time by the senate upon recommendation of the Governor. Said trustees shall also fix the rate per week, not exceeding two dollars, for the board of patients. It shall further be the duty of said trustees, as soon as portions of said asylum are completed and ready for the reception of the insane, to designate, in a just and equita-

ble manner, and with the approval of the Governor, the counties from which the chronic pauper insane shall be sent to said asylum, as parts of the room shall be ready, from time to time, for the reception of patients. And the commissioners who shall be appointed, as provided in section three of this act, to superintend the building thereof, shall, in lieu of all other compensation therefor, till the completion of said asylum, receive a salary of one hundred and twenty-five dollars per month, in addition to the actual expenses connected therewith; the same to be paid by the treasurer upon vouchers duly presented to the comptroller.

§ 10. The chronic pauper insane from the poor houses of the counties that shall be designated, as provided in section nine hereof, shall be sent to the said asylum by the county superintendents of the poor, and all chronic insane pauper patients who may be discharged not recovered from the State Lunatic Asylum, and who continue a public charge, shall be sent to the asylum for the insane hereby created, and all such patients shall be a charge upon the respective counties from which they are sent.

§ 11. The county judges and superintendents of the poor in every county of the State, except those counties having asylums for the insane, to which they are now authorized to send such insane patients by special legislative enactments, are hereby required to send all indigent or pauper insane coming under their jurisdiction, who shall have been insane less than one year, to the State Lunatic Asylum.

§ 12. Seventy-five thousand dollars is hereby appropriated for the purpose of carrying into execution the provisions of this act, to be paid by the treasurer on the warrant of the comptroller, in sums heretofore named, from any money in the treasury not otherwise appropriated.

§ 13. The asylum hereby created shall be known as the Willard Asylum for the Insane.

§ 14. This act shall take effect immediately.

Laws Relating to the State Lunatic Asylum.

CHAPTER 135.

An act to organize the State Lunatic Asylum, and more effectually to provide for the care, maintenance and recovery of the insane.

Passed April 7, 1842.

The People of the State of New York, represented in Senate and Assembly, do enact as follows :

§ 1. Nicholas Devereaux, Jacob Sutherland, Charles A. Mann, Alfred Munson, Charles B. Coventry, Abraham V. Williams, Thomas H. Hubbard, T. Romeyn Beck and David Buel, are hereby appointed managers of the State Lunatic Asylum ; and shall hold their offices as follows : The said Nicholas Devereaux, Jacob Sutherland, and Charles Mann, shall hold their offices for one year ; the said Alfred Munson, Charles B. Coventry, and Abraham V. Williams, shall hold their offices for two years ; and the said Thomas H. Hubbard, T. Romeyn Beck and David Buel, shall hold their offices for three years ; and they shall hold their offices until others are appointed in their stead, subject to being removed at any time by the Senate, upon the recommendation of the Governor. Their successors shall be appointed by the Senate, upon the nomination of the Governor, and shall hold their offices for three years, and until others are appointed in their stead, and subject to be removed in the manner aforesaid. The government of the State Lunatic Asylum shall be vested in the said board of managers, and a majority thereof shall reside within five miles of said asylum.

§ 2. Said board shall have the general direction and control of all the property and concerns of the institution not otherwise provided for by law, and shall take charge of its general interests, and see that its great design be carried into effect, and every thing done faithfully according to the requirements of the Legislature, and the by-laws, rules and regulations of the asylum.

§ 3. The managers shall appoint a superintendent, who shall

be a well educated physician, and a treasurer, who shall reside in the city of Utica, and give bonds for the faithful performance of his trust, in such sum and with such sureties as the Comptroller of the State shall approve. They shall also appoint, upon the nomination of the superintendent, a steward, an assistant physician and a matron, all of whom, and the superintendent himself, shall constantly reside in the asylum, and shall be designated the resident officers thereof.

§ 4. The managers shall from time to time determine the annual salaries and allowances of the treasurer and resident officers of the asylum, subject to the approval of the Governor of the State, Secretary of State, Comptroller and Attorney-General, and such salaries shall not exceed, in the aggregate, five thousand five hundred dollars for any one year.

§ 5. The salaries of the treasurer and resident officers of the asylum shall be paid quarterly, on the first days of January, April, July and October, in each year, by the Treasurer of the State, on the warrant of the Comptroller, out of any moneys in the treasury not otherwise appropriated, to the treasurer of the asylum, on his presenting a bill of particulars signed by the steward and certified by the superintendent.

§ 6. The managers may take and hold, in trust for the State, any grant or devise of land or any donation or bequest of money or other personal property, to be applied to the maintenance of insane persons and the general use of the State Lunatic Asylum.

§ 7. The treasurer and resident officers of the asylum, before entering upon their respective duties, shall severally take the oath prescribed in the first section of the sixth article of the constitution of the State and such oath shall be filed with the clerk of the county of Oneida.

§ 8. The managers are hereby directed and empowered to establish such by-laws as they may deem necessary and expedient for regulating the appointment and duties of officers, attendants and assistants, for fixing the conditions of admission, support and discharge of patients, and for conducting in a proper manner the business of the institution; also, to ordain and enforce a suitable system of rules and regulations for the internal government, discipline and management of the asylum.

§ 9. The superintendent shall be the chief executive officer of the asylum. He shall have the general superintendence of the buildings, grounds and farm, together with their furniture, fixtures and stock; and the direction and control of all persons therein, subject to the laws and regulations established by the managers. He shall daily ascertain the condition of all the patients and prescribe their treatment in the manner directed in the by-laws. He shall have the nomination of his

co-resident officers, with power to assign them their respective duties, subject to the by-laws; also to appoint with the managers' approval, such and so many other officers, assistants and attendants, as he may think proper and necessary for the economical and efficient performance of the business of the asylum, and to prescribe their several duties and places, and to fix, with the managers' approval, their compensation, and to discharge any of them at his sole direction; but in every case of discharge he shall forthwith record the same with the reasons, under an appropriate head, in one of the books of the asylum. He shall also have power to suspend, until the next monthly meeting of the managers, for good and sufficient cause, a resident officer; but in such case he shall forthwith give written notice of the fact, with its causes and circumstances, to one of the managers, whose duty thereupon shall be to call a special meeting of the board to provide for the exigency. He shall also, from time to time, give such orders and instructions as he may judge best calculated to ensure good conduct, fidelity and economy in every department of labor and expense; and he is authorized and enjoined to maintain salutary discipline among all who are employed by the institution, and to enforce strict compliance with such instructions, and uniform obedience to all the rules and regulations of the asylum. He shall further cause full and fair accounts and records of all his doings, and of the entire business and operations of the institution, to be kept regularly, from day to day, in books provided for that purpose, in the manner and to the extent prescribed in the by-laws; and he shall see that all such accounts and records are fully made up to the last day of November in each year, and that the principal facts and results, with his report thereon, be presented to the managers within thirty days thereafter. The assistant physician shall perform the duties, and be subject to the responsibilities of the superintendent in his sickness or absence.

§ 10. The resident officers of the State Lunatic Asylum, and all attendants and assistants actually employed therein, during the time of such employment shall be exempt from serving on juries, from all assessments for labor on the highways, and in time of peace, from all service in the militia; and the certificate of the superintendent shall be evidence of the fact of such employment.

§ 11. The managers shall keep, in a bound book to be provided for that purpose, a fair and full record of all their doings, which shall be open at all times to the inspection of the Governor of the State, and of all persons whom he, or either House of the Legislature may appoint to examine the same.

§ 12. The managers shall maintain an effective inspection

of the asylum ; for which purpose, one of them shall visit it every week, two once every month, a majority once every quarter, and the whole board once a year, at the times and in the manner prescribed in the by-laws. In a book kept by the managers for this purpose, the visiting manager or managers shall note the date of each visit, the condition of the house, patients, etc., with remarks of commendation or censure, and all the managers present shall sign the same. The general results of these inspections, with suitable hints, shall be inserted in the annual report, detailing the past year's operations and actual state of the asylum, which the managers shall make to the Legislature in the month of January in each year, accompanied with the annual reports of the superintendent and treasurer.

§ 13. It shall be the duty of the resident officers to admit any of the managers into every part of the asylum, and to exhibit to him or them, on demand, all the books, papers, accounts, and writings belonging to the institution, or pertaining to its business, management, discipline, or government ; also, to furnish copies, abstracts, and reports, whenever required by the managers.

§ 14. The treasurer shall have the custody of all moneys, bonds, notes, mortgages, and other securities and obligations belonging to the asylum. He shall open, with one of the banks in Utica, to be selected with the approbation of the Comptroller of the State, an account in his own name, as treasurer of the asylum ; and he shall deposit all moneys immediately upon receiving them in said bank, and shall draw for the same only for the uses of the asylum, and in the manner prescribed in the by-laws, upon the written order of the steward, specifying the object of the payment. He shall keep full and accurate accounts of receipts and payments, in the manner directed in the by-laws, and such other accounts as the managers shall prescribe. He shall balance all the accounts on his books annually, on the last day of November, and make a statement of the balances thereon, and an abstract of the receipts and payments of the past year ; which he shall, within three days, deliver to the auditing committee of the managers, who shall compare the same with his books and vouchers, and verify the results by a further comparison with the books of the steward, and certify the correctness thereof, within the next five days, to the managers. He shall further render a quarterly statement of his receipts and payments, on the first days of March, June, and September in each year, to the auditing committee, who shall compare and verify the same as aforesaid, and report the results, duly certified, to the managers, who shall cause the same to be recorded in one of the books of the asylum. He shall further ren-

der an account of the state of his books, and of the funds and other property in his custody, whenever required so to do by the managers.

§ 15. The treasurer of the State Lunatic Asylum shall be vested with the same powers, rights, and authority which are now by law given, either to superintendents of the poor or to overseers of the poor, in any county or town of the State, so far as may be necessary for the indemnity and benefit of the asylum, and for the purpose of compelling a relative or committee to defray the expenses of a lunatic's support in the asylum, and reimburse actual disbursements for his necessary clothing and travelling expenses, according to the by-laws of the institution; also for the purpose of coercing the payment of similar charges when due, according to said by-laws, from any town or city or county that is liable for the support of any lunatic in said asylum.

§ 16. Said treasurer is also authorized to recover, for the use of the asylum, any and all sums which may be due upon any note or bond in his hands belonging to the asylum; also any and all sums which may be charged and due, according to the by-laws of the asylum, for the support of any patient therein, or for actual disbursements made in his behalf, for necessary clothing and travelling expenses, in an action to be brought in said treasurer's name, as treasurer of the State Lunatic Asylum, and which shall not abate by his death or removal, against the individual, town, city, or county legally liable for the maintenance of said patient, and having neglected to pay the same when demanded by the treasurer; in which action, the declaration may be in a general indebitatus assumpsit; and judgment shall be rendered for such sum as shall be found due, with interest from the time of the demand made as aforesaid. Said treasurer may also, upon the receipt of the money due upon any mortgage in his hands, belonging to the asylum, execute a release, and acknowledge full satisfaction thereof, so that the same may be discharged of record.

§ 17. The steward, under the direction of the superintendent, shall make all purchases for the asylum, and preserve the original bills and receipts thereof, and keep full and accurate accounts of the same, and copies of all orders drawn by himself upon the treasurer; he shall also, under like direction, make contracts in the superintendent's name, with the attendants and assistants, and keep and settle their accounts; he shall also keep the accounts for the support of patients, and expenses incurred in their behalf, and furnish the treasurer every month with copies of such as fall due; he shall make quarterly abstracts of all his accounts to the last day of every February, May, August, and November, for the treasurer and managers; he shall also be accountable for the careful keep-

ing and economical use of all furniture, stores, and other articles provided for the asylum; and shall annually, during the third week in November, make out and file with the managers a true and perfect inventory, verified by oath, of all the personal property belonging to the asylum, in and about the premises, with an appraisal thereof, made under oath, by himself and some discreet householder of the city of Utica, whom the managers shall appoint for that purpose.

§ 18. As soon as the asylum shall be ready for the admission of patients, the managers shall cause notice thereof to be published for two weeks in the State paper, and sent to the clerk of every county, who shall transmit copies thereof, to the superintendents of the poor of said county, by mail. A circular from the superintendent shall accompany said notice to each county clerk, and to the superintendents of the poor, designating different days for the counties severally to send to the asylum their respective quotas of patients, and giving all necessary directions respecting admission and support, according to the by-laws.

§ 19. No patient shall be admitted into the asylum, except upon an order of some court, justice, judge, or supreme court commissioner, without lodging with the superintendent, first, a request, under the hand of the person by whose direction he is sent, stating his age and place of nativity, if known, his christian and surname, place of residence, occupation, and degree of relationship, or other circumstance of connection between him and the person requesting his admission; and second, a certificate, dated within two months, under oath, signed by two respectable physicians, of the fact of his being insane; each person signing such request or certificate, shall annex to his name his profession or occupation, and the town, county, and State of his residence, unless these facts appear upon the face of the document.

§ 20. In every case of lunacy hereafter occurring and provided for by Title three, Chapter twenty, Part first, of the Revised Statutes, the lunatic shall be sent within ten days to the State Lunatic Asylum, or "to such public or private asylum as may be approved by a standing order or resolution of the supervisors of the county;" and the provisions of said Title three, allowing other places of confinement beyond ten days, are hereby repealed. The superintendents and overseers of the poor named in the several sections of said Title three, are severally enjoined to see that this provision be carried into effect in the most humane and speedy manner; as well in case the lunatic or his relatives are of sufficient ability to defray the expenses, as in case of a pauper.

§ 21. If any lunatic confined under the statute, Title three, last aforesaid, or any friend in his behalf, be dissatisfied with

any final decision or order of the justices, or of any overseer or superintendent of the poor, under such statute, he may, within three days after such order or decision, appeal to one of the judges of the county, making complaint on oath, and such judge shall thereupon stay his being sent out of the county, and forthwith call a jury to decide upon the fact of lunacy; after a full and fair investigation, aided by the testimony of two respectable physicians, if such jury find him sane, the judge shall forthwith discharge him, otherwise he shall confirm the order for his being immediately sent to an asylum. In case the justices refuse to make an order for confinement, they shall state their reasons for such refusal in writing, so that any person aggrieved thereby may appeal, as above, to a county judge, who shall hear and determine the matter in a summary way, or call a jury, as he may think most fit and proper. In every case of appeal the judge shall have the same power to take testimony and compel the attendance of witnesses and jurors, as a justice has in civil cases.

§ 22. In every case of "confinement" under the statute, Title three, last aforesaid, whether of a pauper or not, after the passage of this act, neither justices, superintendents, or overseers of the poor, shall order or "approve" of such confinement, without having the evidence of two reputable physicians, under oath, as to the alleged fact of insanity; and such testimony shall be reduced to writing and filed, with a brief report of all the other proofs, facts and proceedings in the case, in the office of the county clerk; and said clerk shall file said papers and register with date, the names and residence of the lunatic and officers severally, in tabular form, in the book of miscellaneous records, kept in said office; and the certificate of said clerk, and seal of the court, verifying such facts, shall warrant such lunatic's admission into the asylum.

§ 23. All lunatics whose confinement under the said statute, Title three, is in a jail, or has commenced since the last day of December, eighteen hundred and forty, (except those whose mental derangement is upon the testimony under oath of two respectable physicians, manifestly incurable, or whose bodily infirmities indicate the approach of speedy dissolution,) and who are not already under special resolution of the supervisors as aforesaid, in some other approved asylum, shall be sent to the State Lunatic Asylum, within such time and under such regulations as shall be prescribed by the by-laws, after the asylum shall be open for the reception of patients. Superintendents of the poor, and all persons having the care of such lunatics, shall see to carry this into effect.

§ 24. The superintendent shall make, in a book kept for the

purpose, at the time of reception, a minute with date of the name, residence, office and occupation of the person by whom, and by whose authority, each insane person is brought to the asylum, and have all the orders, warrants, requests, certificates and other papers accompanying him, forthwith copied into the same.

§ 25. Each county may at all times have one indigent insane patient in the asylum, whose disease at the time of admission was a first attack, and did not exceed six months; and such further number of either old or recent cases as the asylum can accommodate, in proportion to the insane population of the county. The patients shall be designated by the superintendents of the poor, or, if the county has no such superintendents, by the first judge.

§ 26. When a person in indigent circumstances, not a pauper, becomes insane, application may be made in his behalf to the first judge of the county where he resides; and said judge shall call two respectable physicians and other credible witnesses, and fully investigate the facts of the case, and either with or without the verdict of a jury, at his discretion, as to the question of insanity, shall decide the case as to his indigence. And if the judge certifies that satisfactory proof has been adduced showing him insane, and his estate is insufficient to support him and his family, (or if he has no family, himself,) under the visitation of insanity, on his certificate, authenticated by the county clerk and seal of the county courts, he shall be admitted into the asylum and supported there at the expense of said county, until he shall be restored to soundness of mind, if effected in two years. The judge, in such case, shall have requisite power to compel the attendance of witnesses and jurors, and shall file the certificate of the physicians, taken under oath, and other papers, with a report of his proceedings and decision, with the clerk of the county, and report the facts to the supervisors, whose duty it shall be, at their next annual meeting to raise the money requisite to meet the expenses of support accordingly.

§ 27. When an insane person in indigent circumstances shall have been sent to the asylum by his friends, who have paid his bills therein for six months, if the superintendent shall certify that he is a fit patient and likely to be benefitted by remaining in the institution, the supervisors of the county of his residence are authorized and required, upon an application under oath in his behalf, to raise a sum of money sufficient to defray the expenses of his remaining another year, and pay the same to the treasurer of the asylum. And they shall repeat the same for two succeeding years, upon like application and the production of a new certificate each year, of like import from the superintendent.

§ 28. No patient shall be admitted into the asylum for a shorter period than six months, except in special cases as specified in the by-laws.

§ 29. Whenever there are vacancies in the asylum, the managers may authorize the superintendent to admit, under special agreements, such recent cases, as may seek admission under peculiarly afflictive circumstances, or which, in his opinion promise speedy recovery.

§ 30. All town and county officers sending a patient to the asylum, shall, before sending him, see that he is in a state of perfect bodily cleanliness and is comfortably clothed, and provided with suitable changes of raiment, as prescribed in the by-laws.

§ 31. When a person shall have escaped indictments or shall have been acquitted of a criminal charge upon trial, on the ground of insanity, the court being certified by the jury or otherwise, of the fact, shall carefully inquire and ascertain whether his insanity in any degree continues, and if it does, shall order him in safe custody, and to be sent to the asylum. If such person be sent to the asylum, the county from which he is sent shall defray all his expenses while there, and of sending him back if returned; but the county may recover the amount so paid, from his own estate if he have any, or from any relative, town, city or county that would have been bound to provide for and maintain him elsewhere.

§ 32. If any person in confinement, under indictment or under sentence of imprisonment, or under a criminal charge, or for want of bail for good behavior, or for keeping the peace, or for appearing as a witness, or in consequence of any summary conviction, or by order of any justice, or under any other than civil process, shall appear to be insane, the first judge of the county where he is confined, or if the first judge be absent from the county, any county judge of the degree of counsellor of the supreme court, shall institute a careful investigation, call two respectable physicians and other credible witnesses, invite the district attorney to aid in the examination, and if he deem it necessary, call a jury, and for that purpose is fully empowered to compel the attendance of witnesses and jurors; and if it be satisfactorily proved that he is insane, said judge may discharge him from imprisonment and order his safe custody and removal to the asylum, where he shall remain until restored to his right mind; and then, if the said judge shall have so directed, the superintendent shall inform the said judge and the county clerk and district attorney thereof, so that the person so confined may within sixty days thereafter, be remanded to prison, and criminal proceedings be resumed, or otherwise discharged; or if the period of his imprisonment shall have expired he shall be discharged. The provisions of

the last preceding section requiring the county to defray the expenses of a patient sent to the asylum, shall be equally applicable to similar expenses arising under this section and the one next following.

§ 33. If a person imprisoned on attachment, or any civil process, or for the non-payment of a militia fine, becomes insane, one of the judges mentioned in the last preceding section of this act, shall institute like proceedings in his case as are required in the case provided for in said section; but notice shall in such case be given by mail or otherwise, to the plaintiff or his attorney, if in the State; and if it shall be proved to the satisfaction of said judge that the prisoner is insane, he may discharge him from imprisonment and order him into safe custody and to be sent to the asylum; nevertheless, the creditor may renew his process, and arrest again his debtor when of sound mind.

§ 34. Persons charged with misdemeanors and acquitted on the ground of insanity, may be kept in custody and sent to the asylum, in the same way as persons charged with crime.

§ 35. The price to be paid for keeping the poor, or any persons, in indigent circumstances, in the asylum, until the first day of April, eighteen hundred and forty-three, shall be two dollars and fifty cents per week; thereafter it shall be annually fixed by the managers and shall not exceed the actual cost of support and attendance, exclusive of officers' salaries. But the managers may reduce the price, if they think proper, in behalf of one indigent patient from each county, if admitted within six months of the first attack of the disease, for one year, unless sooner cured. The managers may, at their discretion, require payments after the first of December next, to be made quarterly or semi-annually, in advance.

§ 36. Every insane person supported in the asylum shall be personally liable for his maintenance therein, and for all necessary expenses incurred by the institution in his behalf. And the committee, relative, town, city, or county that would have been bound by law to provide for and support him if he had not been sent to the asylum, shall be liable to pay the expenses of his clothing and maintenance in the asylum, and actual necessary expenses to and from the same.

§ 37. The expenses of clothing and maintaining, in the asylum, a patient who has been received upon the order of any court, or officer, shall be paid by the county from which he was sent to the asylum. The treasurer of said county is authorized and directed to pay to the treasurer of the asylum, the bills for such clothing and maintenance, as they shall become due and payable, according to the by-laws of the asylum, upon the order of the steward; and the supervisors of said county shall annually levy and raise the amount of such bills,

and such further sum as will probably cover all similar bills for one year in advance. Said county, however, shall have the right to require any individual, town, city, or county that is legally liable for the support of such patient, to reimburse the amount of said bills, with interest from the day of paying the same.

§ 38. Whenever the managers shall order a patient removed from the asylum to the poor house of the county whence he came, the superintendents of the poor of said county shall audit and pay the actual and reasonable expenses of such removal as part of the contingent expenses of said poor house. But if any town or person be legally liable for the support of such patient, the amount of such expenses may be recovered for the use of the county, by such superintendents. If such superintendents of the poor neglect or refuse to pay such expenses, on demand, the treasurer of the asylum may pay the same and charge the amount to the said county; and the treasurer of the said county is authorized to pay the same, with interest after thirty days; and the supervisors of the said county shall levy and raise the amount as other county charges.

§ 39. Every town or county paying for the support of a lunatic in the asylum, or for his expenses in going to or from the same, shall have the like rights and remedies to recover the amount of such payments, with interest from the time of paying each bill, as if such expenses had been incurred for the support of the same, at other places, under existing laws.

§ 40. None of the provisions of this act shall restrain or abridge the power and authority of the Chancellor of the State, over the persons and property of the insane.

§ 41. The managers upon the superintendent's certificate of complete recovery, may discharge any patient, except one under a criminal charge, or liable to be remanded to prison; and they may send back, to the poor house of the county whence they came, any patient admitted as "dangerous," who has been one year in the asylum, upon the superintendent's certificate, that he is harmless and will probably continue so, and not likely to be improved by further treatment in the asylum, or when the asylum is full, upon a like certificate that he is manifestly incurable, and can probably be rendered comfortable at the poor house; they may also discharge and deliver any patient, except one under criminal charge as aforesaid, to his relatives or friends, who will undertake with good and approved sureties, for his peaceable behavior, safe custody and comfortable maintenance, without further public charge.

§ 42. A patient of the criminal class may be discharged by order of one of the justices of the supreme court, or a circuit judge, if upon due investigation it shall appear safe, legal and right to make such order.

§ 43. No patient shall be discharged without suitable clothing; and if it can not be otherwise obtained, the steward shall, upon the order of two managers, furnish it, also money not exceeding twenty dollars, to defray his necessary expenses until he reaches his friends, or can find a chance to earn his subsistence.

§ 44. It shall be the duty of the assessors in each town and ward in the State, every year, to make diligent enquiry, and ascertain with accuracy the number and names of all insane persons in said town or ward, and to make a list of the same with the best account they can get, in each case of the patient's age, general health, habits and occupation, kind, degree and duration of insanity, and pecuniary ability of self and relatives liable for his support. They shall send this list, with all the facts brought down to the latest period, to the clerk of the county, by the first day of August; who shall carefully condense the facts exhibited, and mail the same to the treasurer of the asylum at Utica, without delay. No county clerk shall receive any compensation for any services performed under this act.

§ 45. The Treasurer of the State is hereby directed to pay to the treasurer of the State Lunatic Asylum, upon the warrant of the comptroller, out of any moneys in the treasury not otherwise appropriated, such sum or sums of money, as may be required by the certificates of the superintendent of said asylum, to provide furniture, stock, books and fixtures for the said asylum, not exceeding in the whole sixteen thousand dollars; and such further sum or sums as may be required by like certificates, not exceeding in the whole eight thousand dollars, to purchase food, fuel and medicines, and to defray the contingent expenses of said asylum; also such further sum or sums not exceeding two thousand dollars, upon like certificates, to enclose and improve the grounds of said asylum.

§ 46. The terms "lunacy," "lunatic" and "insane" as used in this act, include every species of insanity, and extend to every deranged person, and to all of unsound mind other than idiots; the word "oath" includes "affirmation;" the words "justice" and "justices" mean "justice of the peace," "justices of the peace;" the word "overseer" means overseer of the poor, and "county superintendent" means "superintendent of the poor;" the word "asylum" and "institution" means "State Lunatic Asylum;" a word denoting the singular number is to include one or many; and every word importing the masculine gender only may extend to, and include females.

§ 47. The managers of the State Lunatic Asylum shall receive no compensation for their services, but shall receive their

actual and reasonable travelling and other expenses, to be paid on the warrant of the comptroller, on the rendering of their accounts.

§ 48. All purchases for the use of the asylum shall be made for cash, and not on credit, or time; every voucher shall be taken duly filled up at the time it is taken, with every abstract of vouchers for money paid shall be proof on oath that the voucher was filled up and the money paid therefor at the time the voucher was taken; and the managers shall make all needful rules and regulations to enforce the provisions of this section.

§ 49. If the managers shall find that the funds at their command will prove insufficient to carry on the asylum, they may apply to the Governor, Secretary of State, Comptroller, and Attorney-General, specifying the purchases to be made, and if the Governor, Secretary of State, Comptroller and Attorney-General shall be of opinion that the purchases are necessary, they may make an order that a sum not exceeding five thousand dollars in any one year be advanced to the managers by the Comptroller out of any money in the treasury not otherwise appropriated.

§ 50. So much of the fourth section of the act to authorize the establishment of the New York State Lunatic asylum, passed March 30, 1836, as provides for the appointment of three commissioners, is hereby abolished; all the powers conferred upon said commissioners by said act, or any subsequent act of the Legislature, are hereby conferred upon the managers appointed by this bill.

§ 51. This act shall take effect immediately, except its requirements for sending the insane to the asylum, which shall take effect as soon as the managers' notice of the asylum being ready as aforesaid, shall have been published for two weeks in the State paper.

CHAPTER 98.

Section four of an act in relation to the State Lunatic Asylum.

Passed April 22, 1846.

The People of the State of New York, represented in Senate and Assembly, do enact as follows :

The managers of said asylum shall have the power, on the nomination of the superintendent of said asylum, to appoint a second assistant physician to said asylum, whose salary shall be fixed and paid in the same manner now provided by law in relation to the other resident officers of said asylum.

CHAPTER 282.

An act in relation to the State Lunatic Asylum.

Passed April 10, 1850; three-fifths being present.

The People of the State of New York, represented in Senate and Assembly, do enact as follows :

§ 1. The managers of the State Lunatic Asylum are authorized in their discretion to appoint on the nomination of the superintendent of said asylum, a third assistant physician, whose salary shall be fixed and paid in the same manner as those of the other resident officers of said asylum.

§ 2. No person in indigent circumstances not a pauper, shall be admitted into the asylum on the certificate of a county judge, made under and pursuant to the provisions of the twenty-sixth section of the act to organize the State Lunatic Asylum, and more effectually to provide for the care, maintenance, and recovery of the insane, passed April 7, 1842, unless such person has become insane within one year next prior to the granting of such certificate by the county judge, and it shall be the duty of said judge when an application is made to him pursuant to said twenty-sixth section of said act, to cause such reasonable notice thereof and of the time and place of hearing the same to be given to one of the superintendents of the poor of the county chargeable with the expense of supporting such person in the asylum if admitted, or if such expense is chargeable to a town, or city, then to an overseer of the poor of such town or city as he may judge reasonable under the circumstances, and he shall then proceed to enquire as to the time when such person became insane, and shall, in addition to the requirements of said twenty-sixth section, state in his certificate that satisfactory proof has been adduced before him, that such person became insane within a year next prior to the date of his certificate. On granting such certificate the judge may in his discretion, require the friends of the patient to give security to the superintendent of the poor of the county to remove the patient from the asylum at the end of two years, in case he does not sooner recover. When a patient who is admitted into the asylum on the certificate of a county judge, given pursuant to the twenty-sixth section of the aforesaid act, has remained in the asylum two years, and has not recovered, the superintendent of the asylum shall send notice by mail to the overseer of the poor of the town where the patient resided at the time of his admission into the asylum, or to the county judge of the county from which he was sent, that such patient has remained two years in the asylum and has not recovered, and that

he should be removed from the asylum, and that in case he is not removed the expense of his support will be chargeable to the county until he is so removed, and then such expense shall be chargeable to the county accordingly; but in every case where a patient admitted into the asylum pursuant to the provisions of the twenty-sixth section of said act, shall have remained there two years, and has not recovered, the managers of the asylum may, in their discretion, cause such patient to be returned to the county from which he came, and charge the expense of such removal to the county.

CHAPTER 446.

An act to amend the act entitled, "An act to organize the State Lunatic Asylum, and more effectually to provide for the care, maintenance and recovery of the insane," passed April 7th, one thousand eight hundred and forty-two.

Passed July 9, 1851.

The People of the State of New York, represented in Senate and Assembly, do enact as follows :

§ 1. The County Judge of each of the counties of this State, is hereby authorized to send all such indigent lunatics, belonging to each county, as may be brought before him, either to the county poor house or to the State Lunatic Asylum, as in his judgment may be for the best interests of all concerned.

CHAPTER 450.

An act to amend an act entitled, "An act to organize the State Lunatic Asylum, and more effectually to provide for the care, maintenance and recovery of the insane," passed April seventh, eighteen hundred and forty-two.

Passed April 16th, 1860; three-fifths being present.

The People of the State of New York, represented in Senate and Assembly, do enact as follows :

§ 1. Section four of the act entitled, "An act to organize the State Lunatic Asylum, and more effectually to provide for the care, maintenance and recovery of the insane," passed April seventh, eighteen hundred and forty-two, is hereby amended so as to read as follows, viz :

The managers shall, from time to time, determine the annual salaries and allowances of the treasurer and resident officers of the asylum, who have been or may hereafter be appointed, subject to the approval of the Governor of the State,

Secretary of State, and the Comptroller; provided, that such salaries shall not exceed, in the aggregate, eight thousand dollars for any one year.

§ 2. This act shall take effect immediately.

CHAPTER 353.

An act to amend the acts in relation to the State Lunatic Asylum.

Passed April 10, 1865; three-fifths being present.

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

Part of Section 3. The Board of Managers of the State Lunatic Asylum at Utica are hereby authorized to appoint two or more of the attendants and employes of said asylum as policemen, whose duty it shall be, under the orders of the superintendent, to arrest and return to the asylum insane persons who may escape therefrom.

CHAPTER 595.

An act to amend an act entitled, "An act to amend an act entitled 'An act to organize the State Lunatic Asylum, and more effectually to provide for the care, maintenance and recovery of the Insane,' passed April seventh, eighteen hundred and forty-two." passed April sixteenth, eighteen hundred and sixty, chapter four hundred and fifty.

Passed April 23, 1867; three-fifths being present.

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

§ 1. Section one of the act entitled "An act to amend an act entitled 'An act to organize the State Lunatic Asylum, and more effectually to provide for the care, maintenance and recovery of the Insane,' passed April seventh, eighteen hundred and forty-two;" passed April sixteenth, eighteen hundred and sixty, is hereby amended so as to read as follows:

The managers shall, from time to time, determine the annual salaries and allowances of the Treasurer and resident officers of the asylum, who have been or may hereafter be appointed, subject to the approval of the Governor, Secretary of State and the Comptroller, provided that such salaries shall not exceed, in the aggregate, ten thousand dollars for one year.

§ 2. This act shall take effect immediately.

CHAPTER 822.

An act making appropriations for certain expenses of Government, and for supplying deficiencies in former appropriation.

Passed May 10, 1869; three-fifths being present.

The People of the State of New York, represented in Senate and Assembly, do enact as follows :

The commission appointed pursuant to chapter three hundred and forty-two, laws of eighteen hundred and sixty-five, is hereby discontinued, and the powers and duties of said commissioners are vested in the trustees hereby appointed. The trustees shall consist of John E. Seeley, Genet Conger, Sterling G. Hadley, Francis O. Mason, Samuel R. Welles, Geo. J. Magee, Darius A. Ogden, William A. Swaby. The said trustees shall be divided by lots, to be drawn by themselves, at their first meeting after the passage of this act, into four classes, the first to hold their office two years, the second four years, the third six years, and the fourth eight years. Their successors shall be appointed by the Governor, by and with the consent of the Senate; and the trustees hereby appointed and their successors shall have and exercise all the powers and duties conferred upon the commissioners and trustees named in said chapter three hundred and forty-two, laws of eighteen hundred and sixty-five, as the same are specified in said chapter.

Commissioners and Trustees

Appointed under the Act authorizing the establishment of the "Willard Asylum for the Insane," passed April 8, 1865.

Commissioners.

*JOHN P. GRAY.

JULIEN T. WILLIAMS.

JOHN B. CHAPIN.

**Resigned, and Lyman Congdon appointed in his stead, May, 1866.*

Trustees.

JOHN E. SEELEY.

GENET CONGER.

*W. V. V. ROSA.

CORNELIUS L. ALLEN.

JAMES FERGUSON.

STERLING G. HADLEY.

**Declined, and Jas. A. Bell appointed in his stead.*

In pursuance of the above act, the Commissioners, at a meeting held July 29, 1865, "selected and designated" the State Agricultural College Farm at Ovid, Seneca County, as the site for the Asylum contemplated in the act.

Appropriations Made by the Legislature

FOR THE WILLARD ASYLUM.

FOR ERECTION OF BUILDINGS.

Chapter 342 Laws of 1865,		\$ 75,000
Supply Bill	1866,.....	50,000
“ “	1867,.....	100,000
“ “	1868,.....	75,000
“ “	1869,.....	45,000

FOR SALARIES OF OFFICERS, SUPPLIES, MAINTENANCE AND STOCKING THE FARM.

Supply Bill	1869,.....	\$52,000
Re-appropriation,		14,000

BY-LAWS

AND

Rules and Regulations

FOR THE GOVERNMENT

OF THE

Willard Asylum For The Insane,

OVID, N. Y.

ADOPTED JULY 1, 1869.



By-Laws.

BOARD OF TRUSTEES.

THE annual meeting of the Board of Trustees shall be held on the second Tuesday of December in each year. Quarterly meetings shall be held on the first Tuesday of March, June, and September. Special meetings may be called by the President, or any two Trustees. It shall be the duty of the Secretary to cause a reasonable notice of all meetings of the Trustees to be delivered to the members at their places of residence or business, or, to be sent to them by mail. All meetings, unless otherwise ordered, shall be held at the Asylum.

At the annual meeting, the Trustees shall elect from their number a President and a Secretary, each of whom shall continue in office one year, or until a successor be chosen.

There shall be appointed by the President, at said annual meeting, the following standing committees, to wit :

An Auditing Committee,

A Committee on Supplies and Expenditures,

A Committee on Farm and Buildings,

to consist of three members each, besides the Superintendent, who shall be, *ex-officio*, a member of each committee.

It shall be the duty of the "Auditing Committee" to meet once in every month, or oftener, if required, to examine and audit the bills contracted during the preceding month before payment is made. They shall also carefully examine and compare the books and vouchers of the Treasurer with the books and duplicates of the Steward, and report the result to the Board at each quarterly meeting, in writing.

To the Committee on "Supplies and Expenditures" shall be referred all matters of outlay and expense brought before

the Board. They shall be an advisory body in all financial transactions, and it shall be their duty to see that the affairs of the institution are managed in a prudent and economical manner.

The Committee on "Farm and Buildings" shall have general charge and direction in the management of the farm, and to them shall be referred all questions relating to the location and erection of new buildings, or extension, alteration or repairs in those already built.

The management of the Institution, in matters not elsewhere designated or provided for, shall devolve, during the intervals between the regular meetings of the Board of Trustees, in an "Executive Committee" to consist of the President and Secretary of the Board of Trustees, and the Superintendent of the Asylum. They may authorize the Treasurer to make his draft upon the Comptroller for monies necessary to carry on the institution, and may transact such other business as may be deemed advisable and needed for the welfare of the institution in such intervals between the meetings of the Board; but all business transacted by said committee, of whatever kind, in the interest of the Asylum, must be fully reported in writing at the first meeting of the Board subsequent to the transaction of such business.

The Asylum shall be visited by the whole Board at the annual meeting, and by a majority at the quarterly meetings. To maintain a more effective inspection of the Asylum, it shall be visited weekly by at least one member of the Board, and for the equal distribution of this duty, the Board shall divide themselves at the annual meeting into classes of two each, of which the first class shall serve during the months of January, May and September; the second class during the months of February, June and October; the third class during the months of March, July and November, and the fourth class during the months of April, August and December.

A book shall be kept at the Asylum in which the visiting Trustees shall note the date of each visit, the condition of the house, etc., with any comments or suggestions which may occur. The visiting committee shall be an advisory body with whom the Superintendent of the Asylum may at any time confer.

At regular meetings of the Board the order of business shall be :

1. Reading of the minutes of the preceding meeting.
2. The consideration of unfinished business.
3. The consideration of the minutes of the Visiting Committee.
4. Presentation and consideration of the report of the Auditing Committee.
5. Reports of Standing and Special Committees.
6. The consideration of communications from the Medical Superintendent.
7. General business.

The yeas and nays may be taken on any question whenever so required by any member of the Board, and when so taken shall be entered on the minutes.

TREASURER.

The Treasurer shall hold his office during the pleasure of the Board.

He shall receive, hold, and disburse, all the moneys which may be granted by the Legislature, or be obtained from other sources for the use of the Asylum, subject to the restrictions which the Board may from time to time impose.

The funds shall be used and disbursed only for the use of the institution, upon the written order of the Steward, specifying the object of payment in items in the form of a bill, countersigned, "approved" by the Superintendent, and after the bill has been approved by the Auditing Committee.

The Treasurer may from time to time advance to the Steward on his order, and the indorsement of the Superintendent, specifying that it is to pay current expenses, a sum not exceeding two hundred dollars. The Steward shall keep an accurate account in detail, in a book provided for the purpose, of all such expenses paid out of the sums so advanced by the Treasurer. The account shall be examined and approved by the Superintendent and audited by the Auditing Committee before it is settled by the Treasurer, or before any further sums are advanced, and be accompanied by vouchers for all sums exceeding one dollar.

He shall keep clear and methodical accounts of all moneys received, and of all bills paid, under proper heads of expenditures, which shall be exhibited to the Trustees, or Auditing Committee, quarterly, or oftener if required.

The fiscal year of the Asylum shall be deemed to close with the last day of November, at which time all the accounts on the books of the Treasurer shall be balanced, and an abstract of receipts and payments in the nature of an annual report shall be prepared for the ensuing meeting of the Trustees, and presented to the Board by the Auditing Committee.

Rules and Regulations.

RESIDENT OFFICERS.

The Superintendent, Assistant Physicians, Steward and Matron shall comprise the Resident Officers of the Asylum. They shall not be directly or indirectly interested in any contract for the supply of any article for the use of the Asylum; nor shall they be permitted to receive any present or gratuity from any person dealing with the Asylum; or from any patient or visitor; or from the friends of any patient. No Resident Officer shall engage in any business in addition to the duties of his office, or in the practice of medicine outside of the Asylum for fee or compensation.

No resident Officer shall direct or authorize any alterations, additions or repairs involving any expense for labor or material without first submitting in writing an estimate and plan for the same and procuring the assent of the Committee on Farm and Buildings.

SUPERINTENDENT.

The Superintendent being by law the chief executive officer of the Asylum is regarded the head of the establishment. He shall be the medium of communication between the household and the Trustees. He shall have the general superintendence of the buildings, grounds and farm, together with the furniture, fixtures and stock; and the direction and control of all persons therein, subject to the approval of the Board of Trustees, and to such regulations as they may from time to time prescribe. It shall be his duty to determine, under the direction of the Board, the number of attendants and assistants necessary to be employed and to prescribe their respective places and duties, and shall be held responsible for

the direction of all means at his command in a manner that will best subserve the objects and ends of the Asylum. He shall exert himself to maintain order and salutary discipline in all departments by causing the rules and regulations to be strictly observed, and taking care that *all* employes about the premises perform faithfully and punctually their respective duties.

The charge of the patients is committed to the Superintendent, who shall direct such medical, moral and physical treatment as in his judgment will best promote their restoration or proper care. He shall visit the patients daily, or ascertain their condition, and as frequently as may be necessary, to direct proper measures for their relief.

For the purpose of preserving a proper record each patient admitted, as well as to promote scientific examination and inquiry and the interests of humanity, the Superintendent shall cause to be kept in a suitable book, the name, sex, age, place of nativity and residence, civil state and profession of each person so received; also, as far as practicable, the history of the case before admission, the date of reception, the form of disease, the treatment pursued, if any, the changes from one hall to another, the result when discharged, together with such facts as are useful and usual in the records of such an institution.

At each visit of the Committee or meeting of the Trustees he shall exhibit all the records of the Asylum and inform them of its affairs. At each annual meeting of the Board he shall present a report of the operations of the institution for the year preceding, showing its management and condition, with such observations as the experience of the year will warrant.

Regarded as the head of the institution, the Trustees impose upon him the duty of enforcing these rules and regulations, and to report promptly to the Board or to the Visiting Committee any delinquency of a Resident officer which in his judgment may require such action.

All correspondence of the Asylum shall be conducted in the name of the Superintendent or by his authority and direction, and copied in a letter book.

All moneys received or collected in the name of the Asylum by the Superintendent shall be immediately paid over to the Treasurer of the Asylum.

ASSISTANT PHYSICIANS.

The Assistant Physicians shall act as the immediate medical attendants in the departments assigned them by the Superintendent, and see that all his directions and suggestions in relation to the management of patients are faithfully executed, and report all instances of misconduct, neglect and abuse.

They shall accompany the Superintendent in his visits when requested. All prescriptions shall be recorded, as well as all changes in the condition of patients, accidents, injuries, escapes, and the use of mechanical restraint.

They shall make a regular morning visit to all patients under their charge. They shall see that they have proper food, exercise, clothing and bedding. An efficient daily inspection of every portion of their respective departments shall be made, observing particularly the temperature and ventilation, and report any deficiency in this respect, as well as any damages or repairs requiring immediate attention to the Steward, in writing, at the close of the visit.

They shall observe the deportment of attendants and their bearing toward patients, and endeavor to influence and instruct them in the discharge of their duties.

They shall attend to visitors when necessary, and be always ready to perform any service in connection with the administration of the medical department that may be required of them by the Superintendent, and under his direction assist in the correspondence of the institution. When not otherwise engaged, they are expected to remain in the office within call of their department in case of emergency, and that the office may not be left unattended.

STEWARD.

The Steward is the Superintendent's assistant in the entire economical administration of the institution. He shall execute a bond, with two sufficient sureties, to the Trustees of the Willard Asylum for the Insane, and to be ap-

proved by them in the penalty of five thousand dollars conditioned that he will faithfully discharge the duties of the office of Steward, and pay over and account for all money and property that shall come into his hands belonging to the Willard Asylum for the Insane.

Under the direction of the Superintendent, subject to the approval of the Committee on Expenditures, he shall purchase furniture, food, medicine, fuel, and all other necessary articles, and shall be held accountable for the safe keeping, proper disposal and economical use of all property of the Asylum.

In all cases of purchase by the Steward he shall require duplicate bills, on one of which he shall indorse an order upon the Treasurer to pay the bill, and on the other take a receipt for the order given by him on the Treasurer.

No order of the Steward shall be paid by the Treasurer unless it is accompanied with the bill of items for payment of which the order is given; nor unless the order is indorsed, "Approved" by the Superintendent, and duly audited and allowed by the Auditing Committee.

The Steward shall preserve and file one of the duplicate bills with the copy of the order upon the Treasurer, and make the proper entry under the appropriate head of expenditure in his books, which shall be kept in a clear and methodical manner. All the books of the Steward, with vouchers, shall be balanced on the last day of the month preceding the quarterly meeting of the Board, and shall be open to the inspection of the Trustees, Treasurer and Superintendent. He shall furnish to the Treasurer, at his request, copies of all accounts which become due.

In the name of the Superintendent, by his direction in each case, and not otherwise, the Steward shall hire attendants and agree with them for their wages; and by like direction he shall dismiss them when unfaithful, negligent or incompetent. He shall keep and settle their accounts, keep a register of all employes, when employed, with date of leaving the service of the Asylum, and the cause, and perform such other duties relating to the internal and external management of the Asylum as the Superintendent shall require.

He shall make frequent inspections of the farm, farm utensils, garden, fences, stock, workshops, barns, bakery, kitchen, apartments for male patients, store-rooms, and exercise a surveillance over all employes in these departments; see that the stock and horses are carefully attended, that all necessary repairs are promptly made, and that the property of the Asylum is not wasted or injured. He shall have the custody of and keep an account of the avails of the farm and the disposition made of them.

In all his directions to subordinate agents in enforcing the rules, the Steward shall be considered as carrying the authority of the Superintendent.

All requisitions for tools, household utensils, clothing, crockery, etc., shall be made upon the Steward, and state whether they are to supply articles worn-out, destroyed, or a deficiency. All articles served out will be charged against the person receiving them in a pass-book, and must be accounted for in the damage-book, if worn out or destroyed.

MATRON.

It shall be the duty of the Matron to look carefully to the female patients, and spend as much time with them as her other duties will allow. She shall see that they are kindly treated; that the food is properly served and distributed; that they are properly clothed; that their clothing and bedding are always clean; that the clothes-rooms are in good order; that the clothing belonging to each patient is marked, entered in a book, and kept separate from the apparel of other patients.

She shall receive all garments and bedding requiring mending and cause the same to be repaired and returned to the proper hall again. She shall receive from the Steward requisitions for clothing or bedding, and shall keep a careful account of the same.

She shall see that the public reception-rooms are kept in order; that the cooking, washing and ironing are properly done and these departments are neat in appearance and well ordered.

It shall be her especial duty to visit the sick and observe whether they have the requisite attention, and report to the Superintendent all delinquencies.

It shall be her duty to have the custody of material for bedding, and to cause it to be prepared for use; to cause all clothing to be made in the house for the use of patients that is practicable, and infuse throughout the department a disposition to discharge all duties pleasantly and cheerfully.

APOTHECARY.

The Apothecary, under the direction of the Superintendent and Assistant Physicians, shall prepare and dispense the medicine prescribed. He shall not send out or permit to be taken from the office any medicine or medical stores unless upon an order or prescription in writing, which he shall carefully file and preserve. He is expected to remain in his office, or within call. He shall keep the office in order, wait upon visitors, mark the trunks of patients and copy letters.

Necessarily coming in contact with visitors and patients, he is to be respectful and courteous, and carefully abstain from speaking to strangers, in the presence of patients, of their peculiarities or delusions.

CLERKS.

There shall be employed an assistant to the Steward, to be known as the Steward's Clerk, who shall be familiar with book-keeping, and shall render such service in the Steward's department as may be from time to time directed.

There shall be a clerk or extra attendant in the department for men and women, whose duty it shall be to assist at the reception of a patient, receive all clothing of the patients, mark and enter a correct list of it in a book provided for the purpose, together with any money, jewelry, or other articles of value which shall be deposited, properly labeled, in the Steward's office. When a patient is about to be discharged, reasonable notice, if practicable, shall be given to the clerk, who shall cause the patient to be prepared properly, the clothing neatly packed, and any articles of value brought with the patient to be returned. They shall, as often as once a week,

make an inspection of the patients' wardrobes and clothes-rooms, and prepare a list of new clothing required by any patient, which, when approved by the Superintendent, shall be sent to the Steward. When not otherwise engaged, they shall remain within call and perform the duties of attendants.

FARMER, GARDNER, ENGINEER, &C.

There shall be employed with qualifications suited to each occupation, a Farmer, Gardner, Herdsman, Engineer, Overseers of Shops, Kitchen and Laundry. As occupation, industry and frugality in all these departments will conduce very much to the economical administration of the Asylum, they are enjoined to exercise the same diligence and fidelity in the discharge of their duties as if the interests involved were their own. They will keep an exact account of all tools and utensils in their departments in a pass-book, and held accountable for the safe keeping and proper use of the same. Requisitions for new articles will be made upon the Steward, and, if to replace worn-out or broken articles the fact must be stated with particulars.

They will direct the labor of attendants and patients sent to them for employment, or take from the halls such patients as they may be directed to take by the physicians, in which case they will be held responsible for their safe return at noon and night. They shall see that all tools are safely used and not secreted, in which case immediate search shall be made and continued till the missing article is found.

They shall exercise their judgment carefully and humanely in the employment of patients, who are never to work when observed to be feeble, or when exposed to inclement weather ; never to be scolded, roughly handled, found fault with ; but every effort is to be made to interest patients in occupation as a means of diversion. In all relations with patients, patience, forbearance and kindness should be exercised. All employes of the Asylum, when in charge of patients, will be governed by the rules laid down for the government of attendants.

They will not permit strangers, idle persons, boys or attendants to frequent the farm, shops, boiler-house, kitchen or

laundry unless accompanied by an officer of the institution or in possession of a permit. They will devote their whole time to the institution.

The Farmer and Gardner will frequently consult with the Superintendent on matters pertaining to their departments. They will be held responsible for the prompt commencement of the day's labor and the continuous employment during the day of all under their charge. They will keep a careful record of the products of the farm and garden.

The Engineer will have the care and oversight of the engines, boilers, machinery, warming and ventilation, sewers, steam cooking apparatus, dumb waiters, pipe-fitting, water supply and water closets, as well as be responsible for those associated with him as assistants. No patient will enter the engine or boiler room unless attended, or by permission.

The Engineer will carefully regulate the consumption of fuel, report all waste of steam, maintain a uniform temperature of 70° in the halls, and visit the Steward's office daily, at 12 M., to receive any special orders he may have to give.

He will give his constant attention to the apparatus for extinguishing fire. For this purpose he will keep the fire-pump, fire-hydrants and hose ready for use at a moment's warning.

The Carpenter will permit no patient to enter the shop without permission, or tools to be removed, nor in making repairs permit tools to be left within reach of patients. Before entering a hall with tools for repairs he will count them, and do so before leaving it. He will call at the Steward's office to receive orders for repairs daily at 12 M.

The Overseers of the Kitchen, the Baker, and Overseer of the Laundry will attend upon the Steward at the times and places appointed by him to receive supplies, which shall be always served by weight and measure, and for the safe keeping and economical use of which they will be held responsible. They shall see that their departments and store-rooms are kept scrupulously clean and neat ; that no peddlers or idle company are suffered to visit the kitchen or bakery ; nor the attendants, assistants or patients, without permission or direction. The persons in charge of the kitchen and bakery must expect frequent visits from the Superintendent, Steward and Matron ;

and that any neglect, oversight or want of interest in their work will be noticed, and that any suggestions or correction of errors will be kindly received.

The overseer of the kitchen shall see that food is well cooked and properly distributed to the dining-rooms; that nothing under his charge is wasted; that no extra or unusual articles are cooked for those in the kitchens nor sent into the wings unless on the written order of one of the physicians, and that there is no loud or rude conversation carried on.

The Overseer of the Laundry shall collect the clothing and other articles to be washed, as directed by the Steward and Matron, and see that they are properly and carefully washed, dried, and carried to the ironing-room. Especial care must be taken that none are lost, and for this purpose he must see that he receives all the articles on the lists given him, that they are marked, and that the lists are sent to the ironing-rooms. The person in charge of the ironing-room will see that clothing and other articles are properly ironed, mended, and correctly distributed.

No attendants or patients are to visit the Laundry unless directed.

DEPARTMENTS.

The several halls of the first, second and third stories of the North and South wings, respectively, will constitute the 1st, 2d and 3d Departments.

DUTIES OF ATTENDANTS.

There shall be designated in each department a Supervisor or first attendant, whose duty it shall be, in addition to the other duties of an attendant, to have a general charge of the department. They shall call at the Apothecary shop at hours designated by the physicians for medicines which they are expected to administer. Medicine must never be forcibly administered—unless specially directed—but returned to the Apothecary when refused by a patient. They shall attend particularly to the sick, see that they are cared for with kindness and the directions of the physicians are carried out. It shall be their duty to instruct new attendants and see that

they are efficient and kind, and report all delinquencies to the physicians. They shall assist in the arrangements for the burial of the dead, and be ready at any time to attend to any extraordinary service when required.

They shall be the medium of communication between the halls and the center building. They shall see that the halls are supplied with furniture, and make a requisition for all articles required for use upon the Steward, properly indorsed.

All changes in the condition of patients, or other information that may be deemed important, shall be promptly reported to the office through the Supervisor.

In all their intercourse with patients the attendants are to treat them with respect and civility, address them mildly and avoid rudeness and violence of every kind. All civil questions are to be properly answered. They are to avoid any exhibition of temper, and never scold, threaten or command authoritatively ; but whenever they desire any thing done by a patient, are to make the request in a respectful manner.

Force has sometimes to be used in every institution for the insane, but attendants are particularly enjoined never to resort to it unless for the purpose of self-defense, to prevent violence or destruction of property, and unless with ample assistance. If the circumstances permit, force must never be used unless directed by the Physicians, or by the Steward or Matron in the absence of the Physicians.

Force must never be used to place a patient in a bath-tub unless directed.

Under no circumstances will an attendant be excused for striking a blow or laying violent hands upon a patient unless in the clearest case of self-defense.

The opposition of patients and much of their violence often arises from delusions which lead to apprehensions and fears of injury, and every attempt to put them in a room, to give food, baths, medicine with violence, angry looks, cross words, tends to confirm their false ideas and make their resistance more obstinate. Hence attendants, while they discharge their duties firmly and without fear, at the same time must do so with mildness and kindness. They must take every opportu-

nity to inspire the patients with confidence and respect for the officers, and convince them of the true character of the institution.

They are promptly to interfere when patients are disposed to quarrel, and by kind words diverting their attention with other objects, prevent difficulty. A kind word fitly spoken will prevent many a scene of excitement.

They are carefully to avoid talking to patients on the subject of their delusions, or about them in the presence of others. They must never allow patients to be laughed at, ridiculed, or harshly spoken to on account of their delusions or the peculiarities of their behavior.

Deception is to be avoided and care is to be exercised that no promises are made that cannot be fulfilled.

Each attendant is responsible for every patient under his or her care, and one attendant, at least, must always be present with the patients in the hall. Suicidal patients are to be kept upon the hall under observations, and not permitted to retire to their rooms and close their doors.

Attendants are to consider themselves engaged for at least one year's service, and in doing so it must be understood the Asylum contracts for their whole time and for such service as the Superintendent may deem most desirable for the interests of the institution. It must be understood that they willingly and in good faith engage to perform their duties according to the letter and spirit of these rules and in a cheerful and respectful manner.

Attendants must expect an unceasing observation of the manner of performing their duties and must receive kindly any suggestions from the officers for their improvement. They should cultivate a respect for the officers, for their fellow attendants, and each other. When the morning work is performed, they should avoid wearing their hats in the house, going in shirt-sleeves, loud talking or laughing. Profanity, obscene language and drunkenness will subject the offender to dismissal. Good conduct and fidelity will merit and receive the favorable notice of the Trustees and officers.

The attendants must rise promptly at the ringing of the bell. They will open the patient's room doors, greet their pa-

tients kindly, see that they are properly dressed, well washed, and have their hair and clothing brushed, before breakfast.

The chamber utensils are to be immediately removed, the bedding thrown down for airing and drying the bedding when necessary, the room well ventilated, and all sources of foul air removed. Soiled beds are to be immediately removed. If only wet, the straw is to be removed, otherwise the bed-sack is to be taken to the wash-house.

As soon as practicable after breakfast, the halls and rooms are to be put in order for inspection at the physician's visit.

All patients must rise promptly unless sick or disabled by debility.

CLEANLINESS AND VENTILATION.

Every part of the house is to be kept scrupulously clean and well ventilated at all times. The cause of all bad air must be removed immediately, day or night. If the hall or a room is soiled it must be immediately cleaned. Halls and rooms are to be swept at least once daily and scrubbed once a week, and as much oftener as may be required.

No part is clean enough if it can be made cleaner.

PHYSICIANS' VISITS.

The regular visits of the Physicians will be made between 9 and 12 A. M., at which hour the halls must be in readiness for inspection. Whenever a physician enters the hall the senior attendant present will rise and approach the door and accompany him through the hall, prepared to answer all questions regarding the patients in his charge. He will daily report all who are not taking their food or medicine, all violence, marks, or blows, and the names of the sick.

MEALS, AND ADMINISTRATION OF FOOD AND MEDICINE.

The attendants will see that all food is served properly, neatly and warm; that all patients, who are able, go to the dining-room; and that no patient is ever deprived of food at the usual hour for meals. Such patients as do not go to the dining-room by reason of sickness, debility, or violence of manner, are to be served with food in their rooms.

Attendants are to take their meals with the patients in their respective halls. The attendant in charge of the dining-room is to keep a list of knives, forks, etc., in his dining-room, and after each meal and before patients rise to leave the room, he is to take up all knives, forks and spoons. If any article is missing, search is to be immediately made and continued till it is found.

Patients are never to be forced to take food or medicine unless in the presence of one of the resident officers or Supervisor and by the direction of one of the physicians.

The carving and bread knives are always to be kept locked up when not in actual use. In serving food out of the dining-room knives and forks are not to be used.

SHAVING.

Patients are to be shaved twice, weekly, or oftener if required. Great care is to be used in shaving in the use of razors. Two attendants are to be present during the operation, and the razors are to be carefully locked up.

WALKING OUT AND WORKING WITH PATIENTS.

It is desirable that all patients shall go out for exercise or work when the weather permits; but no one is to be taken out for the first time without permission. While out walking or working patients are to be kept together, must not be exposed to the rain, or urged to work when noticed to be weak or feeble. All attendants are expected to go out with patients when so directed, but are not expected to superintend, solely, but to set an example of industry. It will generally be more prudent for two attendants to be present with any walking or working party. Patients are not to walk out after tea.

RETIRING AT NIGHT.

Patients are not to retire before 8 P. M. in summer or 7 P. M. in winter, unless sick or fatigued. In the convalescent halls patients may remain up till 9 P. M., and the house is to be closed at half-past nine. Gas will not be permitted to be used in the attendants' rooms before 7 or 8 P. M., according to the

season. When the patients have retired in any hall, the gas is to be turned off, except one light, which may be kept burning low to be used in emergency.

The clothing of all patients is to be removed from patients' rooms and placed in the hall before retiring. When patients lodge in a different hall from that in which they pass the day, the attendant in charge during the day shall place the patient in bed, and the attendant in charge of the lodging room shall dress the patient and return the patient to the hall whence he came.

All patients' rooms are to be carefully and securely locked at night. If from any cause it becomes necessary to enter the room of a patient during the night, it is advisable to have a second attendant in company.

SECLUSION OF PATIENTS.

A patient as a rule is not to occupy a bed-room or be secluded unless it becomes necessary by reason of the noise or violence of the patient. It should, in this case, be done temperately, with ample assistance and the reason for the action stated to the patient. A report should at once be made to the office. Particular care is to be used in the seclusion of patients disposed to suicide.

MECHANICAL RESTRAINT.

Restraining apparatus is not to be applied in any case without the direction of the Physicians.

ESCAPES.

No patient must be allowed to escape through neglect, and where this has obviously occurred the expense of the return of the patient will be charged to the attendant. Escapes and suicides occur most frequently when patients pass from one part of the building to another—at evening and meal times, and when near assemblages. At such times and places particular watchfulness should be exercised.

DANGEROUS WEAPONS.

All danger in the care of the insane may be avoided by the exercise of vigilance in preventing dangerous weapons from being brought into the house or manufactured. When the existence of dangerous weapons is suspected search must be made, and the clothing and beds of suspected persons frequently examined. No patient is to have in his possession a razor, knife, rope, or article that in his hands or the hands of others might be used as a dangerous weapon.

ADMISSION OF PATIENTS, CLOTHING, ETC.

The clothing and person of all patients are to be searched immediately after admission, and knives, weapons, money, and all articles of value promptly given to the clerk for safe keeping. New patients are to be bathed the first night of admission, if practicable, and any unusual appearances, or skin disease, are to be promptly reported.

Clothing is to be marked and entered upon the clerk's book before taken to a ward or sent to the wash-house.

Clothing is to be changed once weekly, at least, and oftener when required.

Soiled clothing is not to be left in a patient's room. When patients soil their clothing it is to be immediately changed, and the operation repeated if it occur every hour.

In the arrangement of patients' clothing neatness is to be encouraged, boots and shoes to be clean and tied, stockings to be gartered, buttons to be sewed on when removed, and repairs promptly made.

Boots and shoes are to be removed on entering the hall and slippers worn in the house.

LEAVE OF ABSENCE.

The care of the insane is well understood to be monotonous and relaxation occasionally required. To those who faithfully discharge their duties a leave of absence will be granted, as the service and interests of the patients will permit. Leave of absence is granted only by the Physician, and is to be understood to be for a day, and that the expiration of it occurs at

the hour for tea. Without special permission, no employe is to leave the premises at any time, or for any purpose, unless in walking with patients.

Permission will be sent to the ward before an attendant will be permitted to see a visitor or friend ; and no person is to be introduced into a ward without permission.

On Sunday leave of absence is understood to be for the purpose of attending church, and the attendant is expected to return at dinner time.

On leaving the premises attendants will deposit their keys in the office, and likewise call for them in person on their return. The keys of an attendant are never to be surrendered to another person.

When attendants are absent from their duties on their private business or for pleasure, for any length of time, they will be liable to have the time deducted in the settlement of their accounts.

CLASSIFICATION OF PATIENTS.

The classification of patients is an important element in their treatment, and patients must not be changed from one hall to another without direction.

ASSEMBLY OF PATIENTS.

Patients will be assembled on Sunday for religious exercises, and at other times for amusement and diversion. At such times it is required that attendants will be present with such of their patients as can properly attend for the purpose of preserving order and preventing escapes in going to and from the Assembly Room.

Sunday is to be observed as a day of rest and quiet. The buildings and grounds are not to be visited, and all business and work suspended, except that which may be absolutely necessary.

HOURS FOR MEALS.

The morning call shall be rung two or three minutes at half-past four A. M., in May, June, July and August ; at five in March, April, September and October, and at half-past five

in November, December, January and February. It is required that all persons having duty to perform rise promptly at the ringing of the bell.

Breakfast is to be placed upon the table two hours after the ringing of the bell. Dinner will be served at half-past twelve M., and tea at six P. M., throughout the year.

NIGHT WATCH.

The night watch will visit the Physician's office at nine P. M., at which hour his duty begins, and will continue until twelve the ensuing day.

He shall attend to all directions issued by the physicians for the care of the sick; be attentive to any unusual noise, exercise care that patients do not escape or injure themselves; avoid loud conversation; and report any violation of the rules of the Asylum to the Superintendent. He will ring the bell at nine o'clock and in the morning.

The night watch is required to be especially careful to guard against danger from fire, the least suspicion of which must attract immediate attention. The night watch will frequently enter and pass through the different halls, see that all fires are safe, and frequently pass to the front and rear of the buildings for the purpose of observation.

FIRE.

By reason of the isolation of the Asylum buildings and the danger to human life likely to result from fire, great caution is to be used to guard against it. The attics are always to be kept locked, and, as a rule, never entered at night. Matches are never to be used in unfrequented portions of the building, or kept where patients can have access to them. Smoking in the wings, kitchen, basements, or about the out-buildings, is prohibited. The Supervisors of each department will see that the hose in his division is in readiness for use at a moment's warning.

On the occurrence of a fire in the night all patients are to be immediately aroused, brought into the hall, and all the bed-rooms locked. Should a fire occur during the day, all patients are to be collected in the halls, under observation, and

the bed-room doors immediately locked. The removal from the halls will depend upon the necessities of the case, but in no case should patients be left unattended.

VISITORS.

I. For the purpose of enabling the public to obtain a correct knowledge of the arrangements and management of any Asylum for the Insane, and of doing so without interference with the regular duties of the officers and the transaction of necessary business, visitors may be admitted to such portions of the house as may be occupied by quiet patients, between the hours of two and five in the afternoon of every day of the week, excepting Sunday, Saturday, and the holidays.

II. Exceptions to this rule may be made in favor of public officers, persons connected with public institutions, and relatives of patients.

III. Visitors will not be permitted to enter the wards, pass to the rear of the building, or approach the windows from the outside for conversation, unless accompanied by a Resident Officer.

IV. The person appointed to conduct visitors through the wards will not be permitted to converse about patients by name, or to point them out, and visitors are requested to observe an appropriate discretion in this respect.

V. Persons wishing to see patients, or learn their condition, will make inquiry of the Superintendent or Assistant Physician, at the medical office. As a rule, information concerning patients will not be furnished, unless to relatives and public officers, and only by the medical officers.

By order of Board of Trustees.